

## E-Rate Calendar

- **July 1** - start of funding year.  
Form 470 for upcoming year can be filed any time after July 1. Must be available online for 28 days prior to filing Form 471. See mid-November to mid-January dates below.
- **End of October** - deadline for filing Form 486 if Funding Commitment Decision Letter was received on or before July 1 for services starting on July 1. Those receiving a letter dated after July 1 and/or with a service start date after July 1 still have 120 days to file Form 486 after whichever date is later.  
Deadline to file Form 472 (BEAR) for reimbursements for previous funding year. You **DO NOT** have to file Form 472 if you are receiving discounts on your bills from your service provider.
- **Mid-November - mid-January (*specific window opening and closing dates announced by SLD each year in the fall*)** - filing window for 471. You need to have bids/contracts with service providers in writing before you can file Form 471. You may **NOT** file Form 471 **BEFORE** the window opens. Nor can you file it **BEFORE** your **FORM 470 HAS BEEN POSTED ONLINE FOR 28 DAYS**. Form 471s received after the window closes are only considered after all the requests received within the window have been funded.
- **Mid-January - Spring** - Form 471s are evaluated by SLD staff. You may be contacted during this time by staff from either Problem Resolution or Program Integrity Assurance. They usually request more information on or verification of the information provided on your Form 471.
- **Spring - Summer - Fall** - Funding Commitment Decision Letters are sent out confirming your E-Rate discounts for the future or current funding year. Once you receive this letter you should confirm with your service provider(s) whether you will be receiving discounts on services or reimbursements. Fill out and file Form 486 and prepare to start the process all over.
- **June 30** – end of funding year

## Quick Guide to E-Rate Forms and the Order in Which They're Filed

- Form 470 Opens a Competitive Process for the Services Desired
- Form 471 Seeks Funding for Eligible Services Competitively Bid
- Form 486 Tells SLD that Delivery of Services Has Begun
- Form 472 (Optional) Tells SLD to Reimburse the Applicant